

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Chief, Administrative Services . DATE: 7 April 1951

FROM : Chief, Building Maintenance and Utilities

SUBJECT: Report of Operations by the Building Maintenance and Utilities Division during the month of March, 1951.

Volume:

A.	1. Requests for services on hand prior to March 1	44
	2. Requests on hand two months old or older	9
	3. Requests for services on hand 31 March	73
B.	Requests for services received in writing during March	211
C.	Telephone calls received during March	2700
D.	1. Orders submitted to GSA charged to quarterly encumbrance.	164
	March allotment of quarterly encumbrance for alterations and renovations \$8,017.00	
	2. Special orders submitted to GSA not charged to quarterly encumbrance	7
	a. Renovations (251-165)	\$37,137
	b. Renovations (Other)	5,000
	Total	<u>\$42,137</u>
	3. Number of quarterly work orders written	19
	4. Orders submitted to GSA nonreimbursable (written and verbal)	325
	5. Routine inter-office memorandums and inter-agency letters.	35
E.	1. Space moves during March	18
	2. Total personnel moved	294
	3. Equipment moves	19
	4. Man hours worked by GSA	3,018
	5. Estimated cost	\$4537.00
	March allotment of quarterly encumbrance for Laborers and Trucks	\$3333.00
F.	Protective Services (GSA Guard Posts)	
	1. Reimbursable Posts	140
	2. Non-reimbursable Posts	31
	March allotment of quarterly encumbrance	\$47,884.00

-2-

G. Monies paid to GSA during the month of March for services rendered during the month of December.

1. GSA Guards	\$45,417.12
2. GSA Laborers and Trucks	----
3. Alterations and Installations	5,849.60
4. Janitorial Service, NSC	9.36
5. Elevator Service	56.16
6. Hot Plates	25.78
Total	<u>\$51,358.02</u>

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Attachment